

Sample Resignation Letter for Family Relocation

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally resign from my position as [Your Position] at [Company Name], effective [Last Working Day, typically two weeks from the date above]. This difficult decision comes as a result of my family's need to relocate to [New Location], and it is one that I make with mixed emotions.

I want to express my sincere gratitude for the opportunities, support, and guidance that you and the entire team have provided during my time at [Company Name]. Working here has been a valuable and rewarding experience, and I am truly thankful for the professional growth I have achieved.

I am committed to making this transition as smooth as possible and will do my best to wrap up my current responsibilities. I am also happy to assist in training my replacement or providing any necessary support during this period.

Thank you once again for everything. I wish [Company Name] and the team continued success in the future.

Sincerely,
[Your Name]